



CITY OF WASILLA

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REQUESTED BY: ADMINISTRATION
PREPARED BY: ADMINISTRATION

RESOLUTION NO. WR95-11

A RESOLUTION OF THE WASILLA CITY COUNCIL AMENDING THE SALARY MANAGEMENT SYSTEM AND ADOPTING A SALARY STRUCTURE.

WHEREAS, the City commissioned and received an independent compensation and classification study from Coopers & Lybrand; and

WHEREAS, the study recommendations (a copy of which is attached hereto and made a part hereof) suggest actions to amend the City's compensation program.

NOW THEREFORE BE IT RESOLVED by the Wasilla City Council that it accepts the February, 1995 Coopers & Lybrand report prepared by Sally Cabbell and Karen Sindelar and adopts only those recommendations to the Salary Management System as follows:

- (1) Council recognizes that the proposed 1995 salary structure is an indicator of Alaska labor market rates for City positions and hereby adopts the 1995 salary structure (Exhibit G, a copy of which is attached hereto and made a part hereof) amended by a factor of .97 (-3%).
- (2) Council authorizes a one-time adjustment for the 22 employees identified in ranges 4 through 13 to bring them to the minimum of the structure plus 1 ½% for employees with 1 year experience and plus 2 ½% for employees with 2 years experience effective January 1, 1995.
- (3) Council commits to a program to adjust compensation of all positions to the market mid point by July 1, 1997 with an intermediate adjustment on or about July 1, 1996 to bring positions approximately half-way to the market mid point.
- (4) Council recognizes the use of a merit increase matrix (Exhibit I, copy of which is attached hereto and made a part hereof).
- (5) Council recognizes that administration has added an "overall" rating to performance evaluation forms.
- (6) Council adopts as policy the use of the annual movement in the cost of labor in Alaska to adjust the City salary structure in future years.
- (7) Council will consider a salary management system update project in 1998.
- (8) Council hereby adds the requirement that all employees contribute 20% toward health insurance premium costs for both employees and dependent coverage effective July 1, 1996.
- (9) Council authorizes new employee participation in PERS retirement plan after 90 days of successful employment retroactive to date of hire.

Finally, Council authorizes administration to seek a cost-effective manner in which to engage on-going professional human resources management for the City and make proposals for same in the annual budget.

I certify that a resolution in substantially the above form was passed by a majority of those voting at a duly called and conducted meeting of the governing body of the City of Wasilla this 29th day of March, 1995.

APPROVED:



JOHN C. STEIN, Mayor

ATTEST:



MARJORIE D. HARRIS, CMC
City Clerk

(Seal)

Recommendations

Based on the results of the competitive compensation and classification study, C&L recommends that the City of Wasilla:

- 1 adopt the proposed Salary Structure (Exhibit G);
- 2 ensure all salaries are at least at the minimum of the recommended ranges. This would incur a one-time adjustment for 22 employees, increasing the salary budget by \$65,500;
OR
allocate additional 1% salary adjustment amount per year to increase the pay of those employees who fall lower in their job's salary range than is indicated by the C&L marketplace salary study;
- 3 use the Merit Increase Matrix (Exhibit I) as a guideline for granting pay increases in recognition of performance or merit;
- 4 add an "Overall" rating to the end of the performance evaluation forms, for use in determining merit increase percentages;
- 5 review the annual movement in the *cost of labor* in Alaska and adjust the salary range structure accordingly in 1996 and 1997;
- 6 undertake a salary management system update project in 1998, to revisit selected benchmark jobs, their content, the appropriateness of their current grades and the market rates for the jobs, to assure the structure remains fair and competitive;
- 7 require all employees to contribute 20% of benefit costs for dependents, while keeping coverage for employees only at 100%,
OR
require all employees to contribute 20% of benefit costs for themselves as well as their dependents; and
- 8 allow participation in retirement plan after 90 days of successful employment for all employees, retroactive to date of hire.

CITY OF WASILLA

EXHIBIT G

1995 SALARY STRUCTURE

GRADE		SALARY RANGE				
		MINIMUM	MIDPOINT			MAXIMUM
		1st Quartile	2nd Quartile	3rd Quartile	4th Quartile	
17	Mayor	\$60,800	\$68,400	\$76,000	\$83,600	\$91,200
16	Finance Director Police Chief Public Works Director	56,040	\$63,050	70,050	\$77,060	84,060
15	Police Lieutenant	51,650	\$58,110	64,560	\$71,020	77,470
14		47,600	\$53,550	59,500	\$65,450	71,400
13	Museum Director Library Director Police Sergeant Investigator Assistant Dir. Public Works	43,870	\$49,360	54,840	\$60,330	65,810
12	Head City Clerk Accountant Sr. City Planner Roads Tech III Water Tech III Wastewater Tech III Parks & Rec Tech III	40,430	\$45,490	50,540	\$55,600	60,650
11	Accountant Associate Librarian/Adult Services	37,260	\$41,920	46,580	\$51,240	55,900
10	Children's Librarian Police Officer Wastewater Tech II Water Tech II Roads Tech II	34,340	\$38,640	42,930	\$47,230	51,520
9	Deputy City Clerk Secretary Sr. Accounting Clerk Planning Clerk Parks & Rec Tech II Property Maintenance Tech II	31,660	\$35,620	39,570	\$43,530	47,480
8	Museum Registrar Interlibrary Loan Coordinator Roads Tech I Parks & Rec Tech I Property Maintenance Tech I Water Tech I Wastewater Tech I Public Works Clerk	29,180	\$32,830	36,470	\$40,120	43,760
7	Secretary II	26,890	\$30,250	33,610	\$36,970	40,330
6		24,780	\$27,880	30,980	\$34,080	37,180
5		22,840	\$25,700	28,550	\$31,410	34,260
4	Museum Aide Library Aide Secretary I	21,060	\$23,690	26,320	\$28,950	31,580
3		19,410	\$21,840	24,260	\$26,690	29,110
2	Permanent Part time or Intern	17,890	\$20,130	22,360	\$24,600	26,830

1995 SALARY STRUCTURE

GRADE		Dollars Below Minimum	Number Below Minimum	SALARY RANGE				
				MINIMUM	MIDPOINT			MAXIMUM
				1st Quartile	2nd Quartile	3rd Quartile	4th Quartile	
17	Mayor			\$60,800	\$68,400	\$76,000	\$83,600	\$91,200
16	Finance Director Police Chief Public Works Director	\$3,429	1	56,040	\$63,050	70,050	\$77,060	84,060
15	Police Lieutenant			51,650	\$58,110	64,560	\$71,020	77,470
14				47,600	\$53,550	59,500	\$65,450	71,400
13	Museum Director Library Director Police Sergeant Investigator Assistant Dir. Public Works	\$5,418 \$6,897	2	43,870	\$49,360	54,840	\$60,330	65,810
12	Head City Clerk Accountant Sr. City Planner Roads Tech III Water Tech III Wastewater Tech III Parks & Rec Tech III	\$1,978	1	40,430	\$45,490	50,540	\$55,600	60,650
11	Accountant Associate Librarian/Adult Services	\$1,700	1	37,260	\$41,920	46,580	\$51,240	55,900
10	Children's Librarian Police Officer Wastewater Tech II Water Tech II Roads Tech II	\$2,095 \$2,095 \$147	3	34,340	\$38,640	42,930	\$47,230	51,520
9	Deputy City Clerk Secretary Sr. Accounting Clerk Planning Clerk Parks & Rec Tech II Property Maintenance Tech II	\$6,111 \$1,771 \$6,111 \$6,669	4	31,660	\$35,620	39,570	\$43,530	47,480
8	Museum Registrar Interlibrary Loan Coord./Asst. Lib. Roads Tech I Parks & Rec Tech I Property Maintenance Tech I Water Tech I Wastewater Tech I Public Works Clerk	\$4,189 \$3,631 \$1,076 \$3,631 \$3,631 \$3,631 \$1,069	7	29,180	\$32,830	36,470	\$40,120	43,760
7	Secretary II			26,890	\$30,250	33,610	\$36,970	40,330
6				24,780	\$27,880	30,980	\$34,080	37,180
5				22,840	\$25,700	28,550	\$31,410	34,260
4	Museum Aide Library Aide Secretary I	\$55 \$55 \$55	3	21,060	\$23,690	26,320	\$28,950	31,580
3				19,410	\$21,840	24,260	\$26,690	29,110
2	Permanent Part time or Intern			17,890	\$20,130	22,360	\$24,600	26,830

Overall Quartile Distribution 22 25 1 0 0 Total: 48

Dollars Required to Bring All Employees to Minimum of Range \$65,444

**CITY OF WASILLA
1995 Merit Increase Matrix**

Based on Performance Rating and Position in Grade

Performance distribution: the division of employees' performance ratings based on manager/supervisor input
 0.0% 18.4% 59.2% 16.3% 6.1%

	UNSATISFACTORY	ACCEPTABLE	FULLY COMPETENT	ABOVE EXPECTATION	OUTSTANDING
4TH QUARTILE	0%	1.50%	2.50%	3.50%	4.75%
3RD QUARTILE	0%	1.75%	2.75%	3.75%	5.00%
2ND QUARTILE	0%	2.00%	3.00%	4.00%	5.25%
1ST QUARTILE	0%	2.25%	3.25%	4.25%	5.50%

the sections of salary ranges employees' salaries will fall into once all employees are brought to range minimum

COST 3.36%

Additional Increase Amount Required for Bringing All Employees to Minimum of Range (Approx. 3.48%)

CITY OF WASILLA

1995 SALARY STRUCTURE

GRADE		SALARY RANGE			
		MINIMUM	MIDPOINT		MAXIMUM
		1st Quartile	2nd Quartile	3rd Quartile	4th Quartile
17					
16	Finance Director Police Chief Public Works Director	54,360	\$61,150	67,949	\$74,740
15		51,650	\$58,110	64,560	\$71,020
14		46,170	\$51,940	57,715	\$63,490
13	Museum Director Library Director Police Sergeant Investigator Assistant Dir. Public Works	42,560	\$47,880	53,195	\$58,510
12	Head City Clerk Accountant Sr. City Planner Roads Tech III	39,220	\$44,120	49,024	\$53,930
11	Associate Librarian/Adult Service	36,150	\$40,670	45,183	\$49,700
10	Children's Librarian Police Officer Wastewater Tech II Water Tech II	33,310	\$37,480	41,642	\$45,810
9	Secretary Sr. Accounting Clerk Planning Clerk	30,710	\$34,550	38,383	\$42,220
8	Museum Registrar Interlibrary Loan Coordinator Roads Tech I Parks & Rec Tech I Property Maintenance Tech I Water Tech I Wastewater Tech I Deputy City Clerk Public Works Clerk	28,300	\$31,840	35,376	\$38,910
7	Secretary II	26,080	\$29,340	32,602	\$35,860
6		24,040	\$27,050	30,051	\$33,060
5		22,150	\$24,920	27,694	\$30,460
4	Museum Aide Library Aide Secretary I	20,420	\$22,980	25,530	\$28,090
3		18,830	\$21,180	23,532	\$25,890
2	Permanent Part time or Intern	17,350	\$19,520	21,689	\$23,860